

TRAVEL

We have included travel objects on transaction codes 414 and 415. These transaction codes should not be used to reclassify taxable travel objects to nontaxable and vice versa.

If a payment is issued as taxable travel and should have been nontaxable travel or vice versa, a journal voucher SHOULD NOT BE DONE. The correct procedure will be to cancel the payment or deposit the payment amount received back from the employee and reissue the payment with the proper tax classification. Please refer to Tip #33 regarding the procedures canceling or depositing the original payment. If the original payment was classified as taxable, a PRAV in PPRISM may also be required.